

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

School Infrastructure Database (SID)

New to the SID?

Questions?
Contact: (517) 335-0505
e-mail: Help-Desk@michigan.gov



New to the SID?

It is suggested that you print this document and use it as a guide as you browse the SID Web pages.

- What is the SID?
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What is the SID?

The School Infrastructure Database (SID) is one of six data sets managed by the Center for Educational Performance and Information (CEPI). CEPI is a department within the Office of the State Budget and is responsible for the collection and reporting of data about Michigan's kindergarten through twelfth grade (K-12) public schools and students. CEPI manages these educational data in an electronic data warehouse called the Michigan Education Information System (MEIS). The SID is one database component of the MEIS. State and federal laws require Michigan's K-12 public schools to collect and report data about students, personnel and individual schools/facilities. On behalf of state agencies that must provide reports to the state legislature and/or the federal government, CEPI coordinates the data collections with intermediate school districts (ISDs), local education agencies (LEAs) and public school academies (PSAs).

The SID is designed to collect data about safety practices and incidences of crime in public schools/facilities, Title I Schoolwide Programs, Dual Enrollment, and Alternative Education Services. The data collected via the SID will be used to meet reporting requirements of the federal *No Child Left Behind Act of 2001*, as well as state reporting requirements.

SID data are due to CEPI by June 30 of each year. These end-of-year (EOY) data must be accurate as of the last day of the school year for the local districts, ISDs, or PSAs. A school year is from July 1 to June 30.

MEIS Overview

For an overview of the MEIS, go to the CEPI home page at www.michigan.gov/cepi. Click on "MEIS Data Services" on the left-side navigation bar. This page contains links to many informational documents relative to the MEIS. In addition to information about the MEIS, there are individual Web pages for each data set that CEPI manages.

For example, click on "MEIS at a Glance" for a graphic overview. For instructions on obtaining an MEIS account, click on "New to the MEIS?" in the yellow box. Newcomers may wish to access the "Acronyms and Abbreviations" in the yellow box.

Where do I start?

Step One: Check out the SID Web page

The most up-to-date information regarding the SID submission is posted to the SID Web page on the CEPI Web site. From the CEPI home page, click on "MEIS Data Services" and then on "School Infrastructure Database." The SID Web page is divided into sections of pertinent information regarding the SID submission and provides "Quick Links" to other sites with valuable information. Reading the documentation provides a basic knowledge base of what the SID submission encompasses. Be sure to print copies of the current Data Field Descriptions and any addenda. Reading these documents is essential for accurate data submissions.

Step Two: Open an MEIS account

The SID Application is available to authorized users of both the MEIS and the SID Application. To become an authorized user of the SID Application, you must first obtain an MEIS account. If you do not have an MEIS account, you may obtain one at the MEIS Web site at www.michigan.gov/meis. You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

All questions concerning your MEIS account number and/or password should be directed to the Department of Information Technology (DIT) Client Services Center at 517-335-0505 or Help-Desk@michigan.gov. Please provide your name, district code, district name, the CEPI application name, telephone number (including area code and extension), e-mail address, and specific questions.

Step Three: Submit a SID Security Agreement

After you have established your MEIS account, download the SID Security Agreement from the MEIS Data Services page on the CEPI Web site. From the CEPI home page, click on "MEIS Data Services," and then on "School Infrastructure Database." The SID Security Agreement is located in the pink box under "Submit SID Data to CEPI." Complete the security agreement, obtain the proper signature(s) and fax the form to the number at the bottom of the page. When you have been given access to the SID Application, you will receive an e-mail message stating that you are now an authorized user of the SID Application.

Step Four: SID Data Field Descriptions

Be sure to print and read the current SID Data Field Descriptions and any addenda that have been posted to the SID Web page. These documents are located in the yellow box under "SID Data Manual."

How are SID data submitted to CEPI?

Data are submitted via the SID Online Application. Data submitted must conform to specifications as outlined in the SID Data Field Descriptions and any addenda. These documents may be found at www.michigan.gov/cepi. Click on "MEIS Data Services" and then on "School Infrastructure Database."

Where do I find help?

User Support Materials

User support materials are available on the SID Web page located in the white box under "**SID Help**." User's Guides are posted for each submission cycle for the SID Application. In addition, other helpful resources are available, such as the Frequently Asked Questions (FAQs), SID Worksheet, Dual Enrollment FAQs, and instructions for joining the SID Listserv.

The **SID Worksheet** has been provided for districts to use as a tool in gathering data required to be submitted in the SID Online Application. Districts are encouraged to utilize this worksheet throughout the school year so that data are available for the district's SID submission, due by June 30 of each year. All data must be submitted through the SID Online Application.

The **SID Listserv** functions as a communication link for district personnel to ask and/or discuss questions concerning the SID submission. The listserv also functions as a tool for CEPI to communicate updates and other important information to the districts. To become a member of the SID Listserv go to "SID Help" and click on "How to Join the SID Listserv." Follow the directions, or send an e-mail message to listserv@listserv.michigan.gov with no subject line and the following text in the body of the message (exclude all other text such as signatures, etc.): subscribe CEPI-SID.

To unsubscribe from the listserv, send an e-mail message to listserv@listserv.michigan.gov with the following in the body of the message (no other text): signoff CEPI-SID.

Help Desk – DIT Client Service Center

Please direct all questions concerning the SID submission to the DIT Client Service Center. A help-desk case will be created and directed to CEPI Customer Support so that your questions can be addressed in a timely manner. Some questions, such as problems with your password or MEIS account, may be answered by the DIT Client Service Center.

To submit a question, please send an e-mail message to DIT Client Service Center (Help-Desk@michigan.gov) or call 517-335-0505. Please provide your name, district code, district name, the CEPI application name, telephone number (including area code and extension), e-mail address and specific questions.